

INSTRUCTIONS: USE THIS LETTER TEMPLATE TO ADVISE THE DEBITING INSTITUTION OF YOUR NEW ACCOUNT DETAILS FOR REGULAR DIRECT DEBIT PAYMENTS. SIMPLY COMPLETE PAGE 2 OF THIS DOCUMENTS AND RETURN TO YOUR EXISTING FINANCIAL INSTITUTION OR RETURN TO THE CREDIT UNION OFFICE.

[insert your name]
[insert your address]

[insert debiting organisation name]
[insert debiting organisation department]
[insert debiting organisation address]

[insert current date]

Dear Sir/Madam,

Change of direct debit information for [insert your name and customer reference/policy number]

I/We have changed the financial institution account from which my/our regular direct debit payment is deducted. With immediate effect, please amend your records to make sure all future payments are deducted from my/our new credit union account.

My/Our current account details are:

Financial institution: [insert current financial institution name]
BSB: ___ - ___ [insert financial institutions BSB number]
Account Name: [insert account name]
Account number: [insert account number]

My/Our new account details are:

Financial institution: Wyong Council Credit Union
BSB: 802 - 143
Account Name: [insert account name]
Member number: [insert new member number]

I/We confirm that I/we am/are authorised to operate the account represented by the BSB and account number shown immediately above.

If you have any questions, please contact me on [insert your phone number].

Thank you for your assistance.

Yours sincerely,

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[insert your name and sign above]

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My/Our current account details are:

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Account Name:
Account number:

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